

**CITY OF LISBON
COUNCIL MEETING MINUTES
JANUARY 14, 2013**

REGULAR COUNCIL MEETING

CALL TO ORDER: Mayor Beryl O'Connor called the meeting to order 7:00 p.m. at Lisbon City Hall, Lisbon, Iowa on January 14, 2013.

Council Present: John Bardsley, Travis Jubeck, Larry McAtee, Doug O'Connor, Lance Zerbe.

Also Present: City Administrator Chris Yancey, City Clerk/Treasurer Tawnia Kakacek, Water/Sewer Superintendent Travis Bagby, Street Superintendent Tony Nost, City Engineer Dave Schechinger, Police Chief Rick Scott, Chad Compton, Jen Rothmeyer-Sun Paper.

CONSENT AGENDA: After discussion and review, McAtee moved, seconded by Zerbe, to approve the Consent Agenda consisting of: Agenda moving Repair on Water Services to beginning of meeting, December 10, 2012 and January 7, 2013 Minutes, List of Claims, November 2012 Clerk/Treasurer Report, Change Order#55-SVC of \$2,340.00 for City Hall Expansion, Gwen's Class C Liquor License and Sunday Sales, Water Deposit Refund of \$100 to Brice Janssens and \$63.24 to Jack Wolfe. Announcement of vacancies on Board of Adjustment Commission and Parks & Recreation Board. Roll call vote. Ayes: Bardsley, Jubeck, McAtee, D. O'Connor, Zerbe. Nays: None. Motion carried.

PUBLIC INPUT: Chief Scott gave update of E911 Board Meeting including submitted request for 5 more radios and 1 for the car at cost of \$30,000. Patten had requested \$25,000 from E911 Board for fire department radios. Mayor B. O'Connor reported there has several complaints on rental property upkeep and the City needs to address these. She also noted she is looking into housing grants and if a resident receives a call from Welcome Wagon, they are not part of Lisbon or the City.

MISC.:

Water Repair Services: Bagby noted recently suspected two water breaks the City fixed but after digging found it was the property owners piping. Per the code, resident cannot touch the line between the curb box and main line without first going through the city, but are responsible for maintenance and repair. Council is considering if City should be responsible between main line and curb box. As directed, Yancey will obtain further information for next regularly scheduled council meeting.

Interior Signage for City Hall: Yancey presented bids from American Specialties-\$234.50 and Letter Perfect-Lucky Awards-\$341.05 without installation. After discussion, D. O'Connor moved, seconded by Bardsley, to approve bid from American Specialties of \$234.50 for interior city hall signs. Roll call vote. Ayes: Bardsley, Jubeck, D. O'Connor, Zerbe. Nays: McAtee. Motion carried.

Budget Meeting Dates: After discussion, Council gave consensus on the following budget meeting dates: January 15, January 22, January 29, February 5, February 12, and February 19, 2013. It was noted that they may not have to have all the meetings if budget is done earlier than planned.

Safety Committee: Chief Scott requested council for a Safety Committee. Mayor recommended the Safety Committee with the following persons: police chief, fire chief, water/sewer superintendent, street superintendent, and council liaisons. This committee would meet quarterly. Council gave consensus on creation of Safety Committee and members.

Zoning Administrator Duties-Possible Fire and Rental Inspectors: Yancey noted the zoning administrator agreed to add duties of these inspectors but would want training for fire inspector and not sure if he would have to be certified. Yancey will find out if certification is required for fire inspector and contact Linn County for quotes for rental inspections for February 11, 2013 Council Meeting. D. O'Connor offered to contact the fire department and see if 2 firemen will do the fire inspection and each receive \$600 pay annually. At this time council is taking the recommendations under advisement.

City Hall Open House: Yancey announced open house for the new city hall is January 25, 2013 from 3 to 7 p.m. Dedication at 5 p.m. and ribbon cutting at 5:30 p.m.

JB Holland Payment-Hwy 30 Turn Lane: Yancey noted per the city engineer this was not ready for payment. Jubeck moved, seconded by Zerbe, to table payment to JB Holland for Hwy 30 Turn Lane Project until further review. Roll call vote. Ayes: Bardsley, Jubeck, McAtee, D. O'Connor, Zerbe. Nays: None. Motion carried.

Lease of Police Vehicle: Scott noted the police charger needs to be replaced for it needs water pump, brakes, etc. The City could lease 2013 Tahoe fully equipped for 3 years and could be purchased for \$1 at end of 3 years, including unlimited mileage, with trade-in of \$7000 for charger. City would need to do the lettering on vehicle. Kakacek noted even though the money is available in the police reserve fund, the budget would need to be amended as this was not budgeted expenditure for the year. After discussion, D. O'Connor moved, seconded by Bardsley, to approve 3 year lease agreement for 2013 Tahoe with total cost of \$28,938.00 over 3 years. Roll call vote. Ayes: Bardsley, McAtee, D. O'Connor, Zerbe. Nays: Jubeck. Motion carried.

Snow Removal Policy: Scott recommended the City remove requirements of sidewalks not having to shovel unless have 2 inches or more. He feels it should follow city code and require removal of snow within 24 hours. After discussion, council agreed 2 inches be removed from the policy and change wording from Christina to Utility Billing Clerk/Administrative Assistant. This will be presented at next regularly scheduled council meeting.

Downtown Reinvestment Grant-Compton: Per recommendation of Historic Preservation Commission to approve, Bardsley moved, seconded by McAtee, to approve Downtown Reinvestment Grants to Chad Compton for 141 E Main with City paying up to \$5,000 for exterior and \$2,500 for interior remodeling. Roll call vote. Ayes: Bardsley, Jubeck, McAtee, D. O'Connor, Zerbe. Nays: None. Motion carried.

Koester Construction Payment: Yancey noted per agreement, Koester will release \$2,000 payment to the City for the flooring once City pays Koester Construction final payment. Yancey indicated the exchange will take place at a meeting scheduled for Wednesday. Motion by Jubeck, seconded by Bardsley, to approve city hall project final payment of \$2,988.35 to Koester Construction. Roll call vote. Ayes: Bardsley, Jubeck, McAtee, D. O'Connor, Zerbe. Nays: None. Motion carried.

PUBLIC HEARINGS, ORDINANCES, RESOLUTIONS:

Update City Policy-Vacation Time, Permanent Part-Time Staff: Yancey outlined the proposed change based on all employees being considered part of the union contract as directed by council. Kakacek objected to proposal change on city policy regarding 32-40 hours be considered permanent part-time with prorated benefits. She was hired for full benefits with four working days. She noted she works 32-37 hours a week working only 4 days currently. Yancey explained that full time is considered 40 hours per week and at the time Kakacek was hired council chose to offer full time benefits. Kakacek's vacation is based on 32 hours per week. Council agreed they need to honor that agreement. There was discussion on vacation monthly accrual and annual accrual as some employees were against monthly accrual and some for it. Council consensus was the employees shouldn't lose their unused vacation based on short staffing. Mayor requested the costs of vacation payout for next regularly scheduled meeting for further review. Yancey will rewrite the policy regarding full and part-time staffing.

Resolution No. 01-2013—Council Liaisons Appointments: Mayor announced list of council liaisons for 2013 with minor changes. After discussion, Jubeck moved, seconded by Bardsley, to approve Resolution No. 01-2013 entitled "A RESOLUTION APPROVING APPOINTMENTS FOR COUNCIL LIAISONS FOR 2013". Roll call vote. Ayes: Bardsley, Jubeck, McAtee, D. O'Connor, Zerbe. Nays: None. Resolution No. 01-2013 approved.

Resolution No. 02-2013—Official Appointments: After review of official appointments for 2013, Jubeck moved, seconded by Bardsley, to approve Resolution No. 02-2013 entitled "A RESOLUTION AUTHORIZING OFFICIAL APPOINTMENTS OF THE CITY COUNCIL" for 2013. Roll call vote. Ayes: Bardsley, Jubeck, McAtee, D. O'Connor, Zerbe. Nays: None. Resolution No. 02-2013 approved.

Set Public Hearing Date –Parking at Intersections: Scott noted the intersection by school needs no parking for safety reasons. After discussion, Jubeck moved, seconded by Zerbe, to set public hearing date to add no parking at intersection for a distance of 35' for West South Street and S. Jefferson Street for January 28, 2013 at 7 p.m. Roll call vote. Ayes: Bardsley, Jubeck, McAtee, D. O'Connor, Zerbe. Nays: None. Motion carried.

Set Public Hearing Date-Change Yield Signs to Stop Signs: Mayor requested to change yield signs to stop signs on the NE quadrant of town and add new stop signs on intersection of Commercial Street and Gillette Street and all of Sumter Ridge. After discussion, Bardsley moved, seconded by D. O'Connor, to set public hearing date for changing yield signs and addition of stop signs in the areas listed above for January 28, 2013 at 7 p.m. Roll call vote. Ayes: Bardsley, Jubeck, McAtee, D. O'Connor, Zerbe. Nays: None. Motion carried.

Resolutions No. 03-2013 thru 12-2013—Approve Mortgage Releases-Housing Rehab Program: Yancey and Kakacek noted these were past housing rehab mortgages that have passed their 5 year requirement and City can release them now. After review and discussion, D. O'Connor moved, seconded by McAtee, to approve Resolution No. 03-2013 thru 12-2013 all entitled "RESOLUTION APPROVING RELEASE OF MORTGAGE" for Mary Laing-\$22,340.30, Darryl & Shannon Studt-\$25,7695.00, Davis Zahorik-\$24,289.00, Jeff & Jeri Walters-\$20,260.00, Sara Ellison-\$28,248.00, Gloria Krob-\$24,999.00, Eileen Dighton-\$26,249.00, Daniel J. Patten-\$20,435.00, David & Darcy Russell-\$28,227.00, Mildred Smith-\$23,045.00. Roll call vote for Resolutions No. 03-2013 thru 12-2013. Ayes: Bardsley, Jubeck, McAtee, D. O'Connor, Zerbe. Nays: None. Resolutions No. 03-2013 thru 12-2013 approved.

Resolution No. 13-2013—Release Requirement-Development Agreement-Penn Square Addt.: Yancey noted per the City Engineer the development agreement requirements have been satisfied. After discussion, Jubeck moved, seconded by Zerbe, to approve Resolution No. 13-2013 entitled "RESOLUTION RELEASING OBLIGATIONS UNDER DEVELOPMENT AGREEMENT FOR PENN SQUARE ADDITION TO LISBON, IOWA". Roll call vote. Ayes: Bardsley, Jubeck, McAtee, D. O'Connor, Zerbe. Nays: None. Resolution No. 13-2013 approved.

Hazard Mitigation Agreement: Yancey noted this needs to be formally approved by resolution but recommended not to approve at this time as she has noticed some errors and it needs further review. Motion by Jubeck, seconded by Zerbe, to table approval of hazard mitigation agreement.

Resolution No. 14-2013—Lien for Unpaid Water Bills: Yancey noted the property owner has been sent 30 day notice of intent to place a lien. After discussion, McAtee moved, seconded by Zerbe, to approve Resolution No. 14-2013 for unpaid and delinquent water and refuse bills and curb stop repair with administration fee with total of \$1,338.76 to Stephen M. Bowden. Roll call vote. Ayes: Bardsley, Jubeck, McAtee, D. O'Connor, Zerbe. Nays: None. Resolution No. 14-2013 approved.

Resolution No. 15-2013—Notice of Proxy-Lisbon Ambulance: After review and discussion, Bardsley moved, seconded by D. O'Connor, to approve Resolution No. 15-2013 entitled "NOTICE OF PROXY REPRESENTATION AT THE 2013 ANNUAL MEETING OF THE MEMBERS OF THE LISBON-MT VERNON AMBULANCE SERVICE" to Sue Lyon. Roll call vote. Ayes: Bardsley, Jubeck, McAtee, D. O'Connor, Zerbe. Nays: None. Resolution No. 15-2013 approved.

Resolution No. 16-2013—Wage Increase-Utility Billing Clerk/Admin Asst.: Yancey reported that Eicher has met her 6 month goals and recommend increase per agreement. After review and discussion, Jubeck moved, seconded by Bardsley, to approve Resolution No. 16-2013 giving \$.25 per hour increase to Christina Eicher-Utility Billing Clerk/Admin. Assist. Roll call vote. Ayes: Bardsley, Jubeck, McAtee, D. O'Connor, Zerbe. Nays: None. Resolution No. 16-2013 approved

OLD BUSINESS:

Job Descriptions Review: D.O'Connor recommended removing the words "including death", Jubeck asked for verifications from Yancey that certain items were included. Yancey confirmed they had been added. After review and discussion, Jubeck moved, seconded by McAtee to approve the job descriptions with the recommended changes above for City Administrator, City Clerk/Treasurer, Administrative Assistant/Utility

Billing Clerk, Street Superintendent, Water/Sewer Superintendent. Roll call vote. Ayes: Bardsley, Jubeck, McAtee, D. O'Connor, Zerbe. Nays: None. Motion carried.

City Survey: Yancey read sample survey questions from Living Roadways Grant and noted the survey questions were based more on trails and entryway improvements. She noted the committee met and reviewed with council the questions that could be included and the survey could be put on the internet with survey monkey software and add to city newsletter as in insert. She will have final committee recommended questions ready for the January 28th Council Meeting.

NEW BUSINESS:

Fees for City Services: Yancey presented list of proposed user fees increase and requested council to consider these to help offset city costs. After discussion, Yancey will put in survey question about city fees.

REPORTS:

Engineer's Report: Schechinger reported he will start water/sewer line/curb stop mapping in February that will take about a month and provided an update on the water main project.

Mayor Report: No report.

Council Members Reports: Jubeck expressed concern of street lighting by new grocery store. Yancey has talked to Alliant and the IDOT as there is an existing pole, city will need to approve a light to be installed. Bardsley noted he and others met with the school regarding Pride Street and wants to keep the street as it is and not turn S. Jefferson and School Street back over to the City. School and City needs to do 28E Agreement for snow removal. McAtee gave more information on school meeting regarding Pride Street. He also asked what was being done about the antenna for telemetry system. D. O'Connor praised the city guys for the work they did on snow removal. Zerbe had no report.

Administrator Report: Yancey reported the following: auditors worked here last week, staff has done incode-training which was very helpful and provided other uses of the software that are not being utilized, Sensus training is Thursday and thanked the Mayor for covering the phones during training. She inquired if Council wants budget meetings taped. Council gave consensus not to tape budget meetings due to cost. City Administrator report is on file at city hall.

Miscellaneous Reports: Council reviewed Park & Recreation 11-19-12 and 12-17-12 Minutes, School Board 12-10-12 Minutes.

ADJOURN: Mayor O'Connor adjourned the meeting at 9:18 p.m.

Tawnia Kakacek, City Clerk/Treasurer-MMC, ICMC

Beryl O'Connor, Mayor

CITY OF LISBON
LIST OF CLAIMS--JANUARY 14, 2013

<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
AFLAC	ACCIDENT INSURANCE	\$ 141.38
ALLIANT UTILITIES	UTILITIES	7,395.41
ALTORFER INC	CH GENERATOR WORK	124.12
BAKER & TAYLOR BOOKS	LIBRARY BOOKS	186.19
BARDSLEY, JOHN	REIMB MILEAGE	22.75
BARNYARD SCREEN PRINTER	REC BBKT JERSEYS	377.00
BLINKS BROS	WATER MAIN PROJECT/FEMA DOOR	660.00
BOVA, GREGG	LIBRARY CLEANING	102.80
BRAD L. HAUGE CPA	AUDIT CONSULTANT FEE	1,650.00
BUILDING SERVICES PLUS INC	CH DEC CLEANING	400.00
CAREER TRACK	HR SEMINAR-ADMINISTRATOR	199.00
CARGILL SALT	SALT	3,354.88
CASEY'S GENERAL STORE INC	PD/FD GAS	608.67
CEDAR VALLEY HUMANE	ANIMAL SHELTER	205.00
CENTRAL IOWA DISTRIBUTING	CH EXTENSION WOOL DUSTER	30.25
CENTRAL STATES FUNDS	HEALTH INSURANCE-EMPLOYEES	10,302.40
CLEARLY CLEAN WINDO WASHING	CH WINDOW CLEANING	200.00
COLONY HEATING AND A/C	CH PROJECT	221.47
CONSTRUCTION AHEAD INC	CH PROJECT	5,675.00
CONSUMER REPORTS	LIBRARY SUBSCRIPTION	26.00
COOK FENCE COMPANY	CH FENCE	5,150.00
DIESEL-TURBO SERVICE	BACKHOE/SKIDLOADER BUCKET REPAIRS	4,063.27
DOLLAR GENERAL CORPORATION	CH BATTERIES	6.25
DUANE'S SERVICE	MAINTENANCE	46.25
FOLLETT SOFTWARE COMPANY	LIBRARY CATALOG SUBSCRIPTION	1,525.00
FRICKSON MASONRY INC	CH PROJECT	1,103.35
GILCREST JEWITT	CH PROJECT-BAL ON FLOOR	26,377.50
GREIF ELECTRIC	SIREN REPAIRS	2,510.51
HAWKEYE FLOORING INC	CH VINYL BASE	312.50
HAWKINS INC	WATER SUPPLIES	199.00
HENDERSON TRUCK EQUIPMENT	SKIDLOADER-CURBGUARDS	158.00
HILLS BANK	EMPLOYEE TAXES ,SAFE DEPOSIT BOX FEE	8,231.37
HILLS BANK--PETTY CASH	REIMB CH PETTY CASH-POSTAGE	91.40
IIMC	ADMIN DUES	125.00
IMWCA	WORK COMP FEES	2,348.00
IOWA ONE CALL	LOCATES FOR NOVEMBER	35.10
IOWA SOLUTIONS.COM INC	MOVE CH COMPUTERS/DUAL MONITOR	1,582.50
IOWA WORKFORCE DEVELOPMEN	WORKFORCE FEES-4TH QTR	55.91
IPERS	IPERS	5,182.83
JOHN'S LOCK AND KEY INC	REKEY CH DOORS	419.99
JOHNSON COUNTY REFUSE INC	DEC CONTRACT	9,242.70
KEYSTONE LABORATORIES INC	WWTP SAMPLING	630.70
KIRKWOOD COLLEGE	SALES TAX CLASS-REFUNDED US IN ERROR	29.00

KROUL FARM GARDENS	KEEP IOWA BEAUTIFUL GRANT	428.00
LAND, AIR, SEA, SYSTEMS, INC	PD GPS	119.85
LIBERTY DOORS INC	SE LINN DOOR & ADJ PARK DOOR	1,165.00
LINN COUNTY PLANNING & DEV	BLDG PERMIT FEE	149.50
LINN COUNTY SHERIFF'S	PD COMMUNICATION FEES	600.00
LISBON AUTO BODY	PD CHARGER-REPAIR WINDSHIELD	68.63
LLOYD TABLE COMPANY	WWTP MAIL SAMPLES	13.67
LYNCH & SONS	CH PROJECT	4,844.46
LYNCH FORD-MT. VERNON	2008 SILVERADO-BRAKE INSPECTION	35.06
MAJONA STEEL CORPORATION	CH PROJECT	4,118.78
MARKET STREET	LIBRARY COMPUTER MAINT	187.75
MASON CITY BUSINESS SYSTEM	CH COPIER MAINT AGREEMENT	510.40
MATHESON-LINWELD INC	SHOP TANK RENTAL	16.06
MPC ENTERPRISES INC	CH PROJECT	2,375.00
MPH INDUSTRIES	PD CAMCORDER	208.72
MT. VERNON ACE HARDWARE	SUPPLIES	825.76
MT.VERNON-LISBON SUN	PUBLICATIONS	751.49
MYRON GREEN CORPORATION	PD MEALS REIMB	92.56
NATIONAL GEOGRAPHIC	LIBRARY SUBSCRIPTION	19.00
NORTHEAST IOWA REGIONAL LEAGUE	MEMBERSHIP DUES	20.00
NOST,TONY	REIMB FOR BOOTS/INSURANCE REIMB-SELF FUNDING	139.86
OPRAH MAGAZINE	LIBRARY SUBSCRIPTION	35.28
PAT MCGRATH DODGE COUNTRY	PD CHARGER BRAKE SYSTEM REPAIR	792.23
PATTEN, DANNY	SNOW REMOVAL	145.00
PERSONNEL CONCEPTS	FEDERAL LABOR LAW POSTERS	45.85
PRACTICAL SECURITY SYTEMS	SECURITY CAMERAS/TV FOR PD	6,596.75
RICKLEFS EXCAVATING LTD	W MARKET STREET DRAINAGE	102,527.54
RICOH USA INC	LIBRARY COPIER RENTAL/COPIES	86.52
ROTO-ROOTER CORP.	SEWER-TELEWISE ROOF VENT LINE	160.00
SAVE OUR SEWERS INC	SEWER-EMERGENCY MANHOLE REPAIR	2,904.00
SCHAUS VORHIES CONTRACTING	CH PROJECT	2,386.00
SCHIMBERG CO.	WATERMAIN PROJECT SUPPLIES	241.00
SCHUMACHER ELEVATOR COMPANY	LIBRARY ELEVATOR MAINT	132.87
SIGGINS, BRANDON	EMA MEETINGS MILEAGE REIMB	260.85
SKIP BERNET CONSTRUCTION	CH PROJECT	12,520.00
SPRINGER PEST SOLUTIONS	CH/FD PEST CONTROL	85.00
STAMP FULFILLMENT SERVICES	ENVELOPES	772.85
STAPLES CREDIT PLAN	TIMECLOCK-SHOP/OFFICE SUPPLIES	746.54
STULL DRYWALL	CH PROJECT	850.00
SWANSON GLASS INC	CH PROJECT	7,770.00
TEAMSTERS LOCAL #238	UNION DUES	46.00
TRAVER, DEAN	JAN RENT	250.00
TREASURER STATE OF IOWA	SALES TAX	2,834.00
U.S. BANK	REC LAPTOP/CH MOUSE/CALENDAR	1,142.48
U.S. CELLULAR	CITY CELL PHONES	623.64
U.S. POSTAL SERVICE	MAIL UTILITY BILLING	261.76
VACSTAR	VAC CART DUCK BILL ATTACHMENT	300.00
VEENSTRA & KIMM INC.	ENGINEER FEES	7,848.15

VERNON VACEK	PD MILEAGE REIMBURSEMENTS/INSURANCE REIMB-SELF FUND	634.23
WALKER AG EQUIPMENT	WWTP MAIL SAMPLES	387.52
WELLS FARGO FINANCIAL LEASE	CH COPIER LEASE	341.61
WENDLER, SCOTT	SNOW REMOVAL	646.00
WENDLING QUARRIES INC.	SAND/SALT MIX	464.79
WINDSTREAM	PHONE/FAX	832.92
* Payroll Expense		26,862.25
** TOTAL ** -City of Lisbon		\$ 300,531.63

FUND TOTALS

001 GENERAL FUND	50,869.89
010 CABLE TV	453.53
110 ROAD USE TAX	15,906.19
112 EMPLOYEE BENEFIT FUND	13,273.65
323 CITY HALL EXPANSION	74,541.56
327 STORM WATER PROJECTS	2,109.65
329 WATER MAIN IMPR 2011	104,471.40
333 TURN LANE-GILLETTE 2011	2,005.72
600 WATER FUND	11,943.73
610 SEWER FUND	14,744.95
670 SOLID WASTE FUND	10,211.36
GRAND TOTAL	300,531.63